

**CONSTRUCTION / TECH WORKSHEET**

ADVERTISING- bus. cards, publicity photos, resumés	
SUBCONTRACT LABOR	
CASUAL LABOR- day labor	
MATERIALS- building supplies	
INTEREST- paid on business expenses	
TAX PREPARATION FEES - legal and accounting fees	
POSTAGE- fax, Xerox, FedEx, messengers	
EQUIPMENT RENTAL- film production expense	
VEHICLE RENTAL- truck	
REPAIRS- computer and equipment repair	
SUPPLIES - stationery, batteries, etc.	
TOOLS	
TRAVEL- airfare, hotels, cabs	
MEALS & ENTERTAINMENT- business meals, food on location	
PHONE- used for business, answering service, cell, v-mail	
TRADE PUBLICATIONS-music / industry mags, books	
GIFTS- promotional, client	
RESEARCH- films, concerts, DVD rentals	
DUES - union dues, online fees, associations, memberships	
PARKING	
LOCATION - number of days on location	
MEDICAL- doctor, dentist, optometry	
MEDICAL INSURANCE	
MORTGAGE INTEREST	
REAL ESTATE TAX	
CHARITY - cash, check	
CHARITY - other	

VEHICLE EXPENSE:	VEHICLE 1	VEHICLE 2
Year vehicle was acquired		
Total Miles		
Business Miles		
Approx. miles per gallon		
Cost of insurance		
Repairs, tires, tune-ups		
Lease expense		
Vehicle Registration/DMV		

Name \_\_\_\_\_ Last Four Digits SS# \*\*\* - \*\* -

**BUSINESS EQUIPMENT PURCHASED DURING THE YEAR:**

Date Purchased (mm/dd/yyyy)	Description	Cost

**CHECK LIST:**

- Make sure all names are exactly as they appear on the Social Security cards.
- Subtotal all your receipts and write the totals in the appropriate categories.
- Bring all W-2s and 1099s with you.
- If you sold any stocks, bring in all information, including date and price of purchase and sale.
- Make sure Social Security numbers are included for all children (dependents).
- Fill out the following:

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

email: \_\_\_\_\_

for more info: [sendforms@hnrclark.com](mailto:sendforms@hnrclark.com)

or save, print and fax to: **818.848.5832**

## **H.N.R. CLARK**

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ESTIMATED FED REFUND \_\_\_\_\_ ESTIMATED STATE REFUND \_\_\_\_\_